

New Hampshire Center on  
Effective Behavioral Interventions and Supports (NH CEBIS)

**SCHOOL-WIDE INFORMATION SYSTEM (SWIS)  
READINESS ACTION PLAN**

(To be submitted to NH CEBIS to set up SWIS accounts and initial training)

School: \_\_\_\_\_ Date: \_\_\_\_\_

School SWIS Contact: \_\_\_\_\_

NH CEBIS PBIS Facilitator: \_\_\_\_\_

Steps for Completing the Application Process	Submitted	Complete	Revisions Needed	Revisions Resubmitted and Complete
1. "School Information Form" has been completed and attached.				
2. License Agreement completed, signed, and attached.				
3. SWIS compatible ODR form has been developed and attached.				
4. Definitions of behaviors that are identified in ODR form and SWIS categories are clearly documented and attached.				
5. Office managed vs. classroom managed behaviors have been identified, documented, and attached.				
6. Common procedures for responding to problem behavior have been identified, documented (set of steps: flowchart), and attached.				
7. Up to 3 staff members have been identified for training who will be responsible for inputting SWIS data.				
8. The school has computer access to the Internet and one of the following web browsers (this version or higher): Internet Explorer 6.1 for PC, or Internet Explorer 5 for MAC, Safari 1.0, Mozilla 1.5, Firefox 1.5, Netscape 7.0				
9. SWIS readiness paperwork has been submitted to NH CEBIS and training has been requested				

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ACTION PLAN  
(To be completed by NH CEBIS)**

School: \_\_\_\_\_ Date: \_\_\_\_\_

School SWIS Contact: \_\_\_\_\_

NH CEBIS PBIS Facilitator: \_\_\_\_\_

SWIS Trainer and Facilitator: \_\_\_\_\_

	Complete	Date	Comments
1. SWIS application has been approved.			
2. Application has been sent to the University of Oregon.			
3. Training has been arranged and location includes computers with access to SWIS.org.			Location: Date: Time:
4. Training has occurred.			
5. SWIS system is up and running.			
6. A plan for who and how often data is inputted has been developed and shared.			
7. Initial data has been inputted.			
8. Data is regularly inputted.			
9. Universal team is reviewing data regularly.			
10. Universal team is presenting data to faculty.			

May 12, 2004